



THE SUNRISE CITY  
**FORT PIERCE**  
ENGINEERING  
DEPARTMENT

**FORT PIERCE**  
*Florida*



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## **CONSTRUCTION OF DRIVEWAYS, SIDEWALKS, CURBS & GUTTERS, CULVERTS AND SWALES OR DITCHES APPLICATION & INSPECTION PROCEDURES**

Dear Applicant:

Section 32.9 Construction of Driveways, Sidewalks, Curbs, etc. of the Fort Pierce Code, requires an Application for Permit to Install or Alter Driveways, Sidewalks, Curbs & Gutters, Culverts and Swales or Ditches in City R/W, attached, to be submitted to the City Engineer thirty (30) days before the work starts. A permit shall be obtained before the start of construction. On the back of the application you will find a copy of the driveway location sketch. Both application and location sketch must be filled and submitted to the Building Department for distribution and approvals. Also attached, find a copy of the City's Driveway Details. These specifications must be followed during construction for final acceptance of improvements by the City.

The Engineering and Building Department will make an effort to help applicants and to approve permit applications and issue a permit in no less than ten (10) and no more than fifteen (15) working days from receipt of the permit application, provided the application and pertinent documentation is properly completed and submitted in the proper order.

Once the permit application is received, a site inspection will be scheduled to review the proposed location of the improvements for compliance with the Fort Pierce Code and any possible utility conflicts prior to approval. Confirmation of these probable conflicts is the responsibility of the Owner and/or Contractor. After the application is approved of the City Engineer, it will be forwarded to the Building Department for their final review, approval and issuance of the permit.

During construction, the applicant must contact the Engineering Department for inspections of forms or other construction steps and one time for final inspection. Section 32-9 (d) requires the applicant to provide at least a forty-eight (48) hours advanced notice for any required inspection so that the inspections can be scheduled. Construction that has already started or completed without a permit is a violation of the Code. It will be entirely at Owner's and/or Contractor's risk that improvements will have to be cored for testings, or removed because of a location not in compliance with the Code at Owner's and/or Contractor's expense.

Sections 32-9 and 125-316 are attached for the benefit of information to the applicant. To avoid unnecessary delays due to lack or improper completed documentation, the Applicant should be familiar with these Code Sections prior to submittal of the documentation. Also, any proposed driveway drawings must be legible, accurate to scale and on 8½"x 11" paper as a minimum. Applications not properly completed or without the proper documentation will be rejected and sent back to the Building Department. If your application is rejected, our review of your proposed improvements will be taken out of our present review schedule until the appropriate documentation is received.

Repairs of Existing Driveways – When replacing portions of the improved driveways, it must be replaced with in-kind materials as per details attached. **No millings of any kind are allowed by Sections 32.9 of the Code.**

John R. Andrews, II, P.E.  
City Engineer



**PART III. UTILITIES**

It is the responsibility of the Applicant to contact all utility companies, as required, prior to start of construction, any conflict that may exist between utilities and the proposed improvements must be approved and cleared prior to construction.

**PART IV. STATEMENT FROM APPLICANT**

I (We) \_\_\_\_\_ the Undersigned, after reading and understanding Section 32-9 and Section 125-316 of the City's Code of Ordinances, both attached to the application, and the attached "Driveway Location Sketch", hereby requests a permit to construct the improvements stated above and agrees to comply with the City of Fort Pierce Code and the Standard Specifications and Details. I (We) have been made aware that, if the permit is issued, the City Inspector must be contacted at (772) 467-3782, at least forty eight (48) hours in advance to schedule the required inspections. Any type of construction completed prior to the issuance of permit will be at Owner's risk that installation may not be approved by City Engineer or Designee and removed at Owner's expense.

BY: \_\_\_\_\_, BY: \_\_\_\_\_,  
Applicant (Owner) Engineer/or Contractor

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
City Engineer

PERMIT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
( If applicable) Building Official

Original Permit to Applicant  
Copy of Permit to Engineering Department

## Sec. 32-9. - Construction of driveways, sidewalks, curbs, etc.

- (a) *Application for permit.* An application for a permit to install driveways, sidewalks, curbs, curb and gutters and alteration of drainage ditches must be obtained from the engineering department, filled completely and signed by the applicant ("owner") and agent ("engineer and/or contractor") and submitted to the city engineer with a sketch providing information as to the location of driveway in relation to the property lines, front and crossing street pavements. Application for a permit must be submitted 30 days before the work starts. The permit shall be obtained before work starts.
- (b) *Construction.* All sidewalks, driveways, driveway approaches, curbs, curb and gutters, culvert installation and alteration of drainage ditches shall be done in accordance with the city's construction standard specifications and details and elevations of existing culvert and drainage ditches that are kept current on the engineering department files, reference to which is hereby made for further particulars. No sidewalks, curbs, curb and gutters, or driveways shall be installed other than of concrete. The minimum requirement for a driveway culvert is 15 inches RCP or the equivalent elliptical RCP. All culverts shall have concrete mitered ends. All new culverts and restoration of drainage ditches shall be installed to an elevation furnished by the city. At least 48 hours' advance notice shall be given to the city engineer, or designee, by the applicant so that the city may schedule the provision of the elevation information required. All drainage ditches disturbed by the new driveway culvert and/or pavement installation shall be restored with at least same type of driveway culvert and/or pavement installation, or sod, as required by the city. All debris and surplus materials shall be removed promptly upon completion of the work.
- (c) *Minimum corner street clearance.* All driveways shall conform to the minimum distance requirements set forth in section 125-316(b)(2)a. When minimum corner street clearance of existing unpaved driveways to be improved will not comply with section 125-316(b)(2)a, the application shall be reviewed and approved on a case by case basis at the discretion of the city engineer.
- (d) *Inspection.* All culverts, sidewalks, curbs, curb and gutters and prepared subgrades, forms and reinforcement, as required, shall be inspected and approved by the city engineer, or designee. The applicant is responsible to provide at least a 48 hours' advance notice for any required inspection to the city engineer, or designee, so that the inspections may be scheduled.
- (e) *Safety, indemnity.* The applicant shall provide adequate barricades and lights, and shall maintain the premises in a safe manner, as required by the city, to protect the safety of the public using the adjacent streets and sidewalks. All necessary safety requirements shall be provided by the applicant at the applicant's sole expense. The applicant shall agree, in writing, to indemnify and hold the city harmless from any damages or losses incurred, due to any work performed by or omissions of the applicant.

- (f) *Maintenance.* The property owner shall be responsible for the maintenance of the portion of the driveway or driveways located and/or constructed within the city's right-of-way. Should the portion of the driveway on the city right-of-way become a nuisance, drainage blockage or safety hazard. After receiving the director's notification, the abutting property owner shall correct the deficiencies within 30 calendar days from the date of notice. Should the owner neglect to correct deficiencies in the time specified, the public works department shall perform whatever maintenance or construction is necessary to bring the driveway to city standards. In such case, the abutting property owner shall compensate the city at the labor, equipment and material rates set by the public works department for the work performed by the city.
- (g) *Inspection fee.* Before any permit shall be issued, as hereinbefore set out, a minimum inspection fee in the amount established by resolution shall be paid to the city.
- (h) *Rescinding permit.* The city commission shall have the authority to rescind any permit hereafter granted under this chapter for the construction, installation or repair of any sidewalk, driveway, driveway approach, curb, curb and gutter or culvert installation or drainage ditch alteration, when it finds such action to be in the public interest.

(Code 1983, § 17-8; Ord. No. K-106, § 1, 10-1-2001)

#### Sec. 32-10. - Display of permits.

All permits for the construction, installation or repair of sidewalks, driveways, driveway approaches, curbs, curb and gutters, culvert installation or drainage ditch alteration shall be posted conspicuously near the work by the person to whom the permit is granted.

(Code 1983, § 17-9; Ord. No. K-106, § 1, 10-1-2001)

Sec. 125-316. - Access control.

- (a) *General provisions.* Driveways in all districts for all uses, except single-family dwellings and duplexes, will comply with the provisions in this section in order to promote the safety of the motorist and pedestrian and to minimize traffic congestion.
- (b) *Design standards.*
  - (1) *Number of access points.*
    - a. Not more than one two-way driveway or two one-way driveways will be permitted on any arterial street for the first 200 feet of street frontage under one ownership. Where such ownership includes over 200 feet of street frontage, additional driveways may be permitted if adequate justification is presented and approval is given by the city engineer.
    - b. Not more than one two-way driveway will be permitted on any collector street for the first 100 feet of frontage under one ownership. Where such ownership includes over 100 feet of street frontage, additional driveways may be permitted if adequate justification is presented and approval is given by the city engineer.
    - c. Driveways with design standards which ensure reasonable driveway design and construction for the protection of the user will be permitted on all local streets.
  - (2) *Location of access points.* The location of access points or driveways on streets of the various roadway classes will conform to the distance requirements measured from curblines to curblines (or edge of pavement where no curb exists) for corner clearance, driveway spacing and property clearance. Where these distance requirements described in the following paragraphs cannot be satisfied, consolidation of access for adjacent properties will be considered prior to issuance of any administrative variations based upon engineering judgment.
    - a. Distance to intersections (corner clearance). All driveways will conform to the following minimum distance requirements by roadway class for corner clearance as follows:

Roadway Class	Minimum Corner Clearance (Feet)
Arterial street	230
Collector street	<u>115</u>
Local street	50

- b. Distance between driveways (driveway spacing). Two way driveways on the same side of the street will conform to the minimum distance requirements for driveway spacing by roadway class as follows:

Minimum Driveway Spacing (Feet)		
Arterial	Collector	Local
150	100	50

Two one-way driveways on the same side of the street can have a spacing one-half the distances shown above, provided that any spacing which results in a distance of less than 40 feet is increased to 40 feet.

- c. Distance to property lines (property clearance). Distance to property lines from driveways will be one-half the distances of two-way driveway spacing by roadway class included under subsection (2)b of this section.

(3) *Driveway widths.* The following driveway widths will be utilized on all roadway classes:

Driveway	Minimum	Maximum
Residential	12	26
Other		
One-way	14	16
Two-way	24	36

Wider driveways may be required for mobile home parks and recreational vehicle parks and may otherwise be permitted (12 feet for each additional lane), if adequate justification is presented and approval is given by the city engineer.

- (4) *Angle of intersection with streets.* The angle of intersection of a driveway with a street must be 90 degrees for two-way driveways.
- (5) *Construction and maintenance.* Driveways shall be constructed in accordance with chapter 121 of this Code of Ordinances and will be maintained in good condition at all times by the owner or owners of the property being served by the driveway.

(Code 1983, § 22-61; Ord. No. H-186, § 30-61, 6-15-1981)

# DRIVEWAY LOCATION SKETCH

TYPICAL  
INSIDE LOT

TYPICAL  
CORNER LOT

STREET NAME: \_\_\_\_\_

EDGE OF PAVEMENT

INSIDE LOT: A _____	CORNER LOT: D _____
INSIDE LOT: B _____	CORNER LOT: E _____
INSIDE LOT: C _____	CORNER LOT: F _____
	CORNER LOT: G _____

ALL DIMENSIONS ABOVE ARE OBTAINED USING LOT PROPERTY LINES

Name of Applicant: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Applicant

## FORT PIERCE UTILITIES AUTHORITY USE ONLY

- UTILITY CONFLICTS(S)
- SEWER     ELECTRICAL  
 WATER     GAS     OTHER \_\_\_\_\_

The proposed driveway or improvement location and lay-out does (does not) meet the Fort Pierce Utilities Authority requirements. However, the proposed improvements and lay-out may be acceptable with the following modifications:

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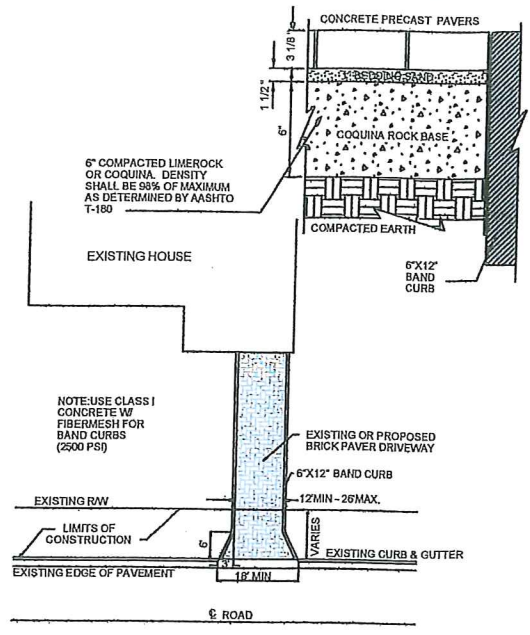


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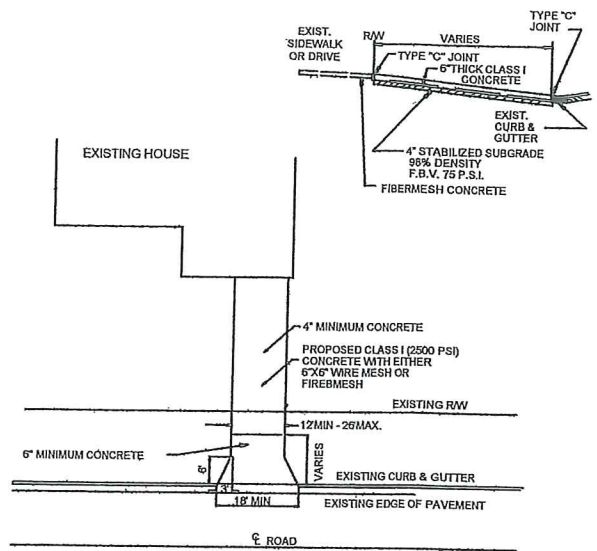
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**CONCRETE PAVER TO HOUSE**



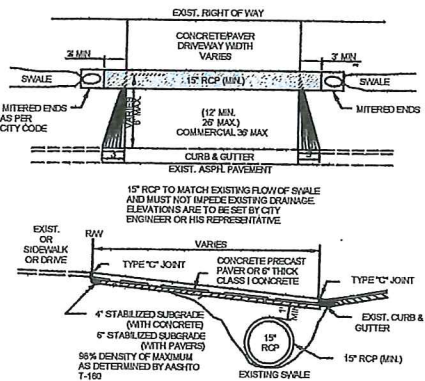
NOTE: IF EXISTING ROADWAY HAS NO CURB OR GUTTER, 6" BAND CURB SHALL SEPARATE PAVERS FROM ASPHALT ROADWAY.

**CONCRETE DRIVEWAY TO HOUSE**



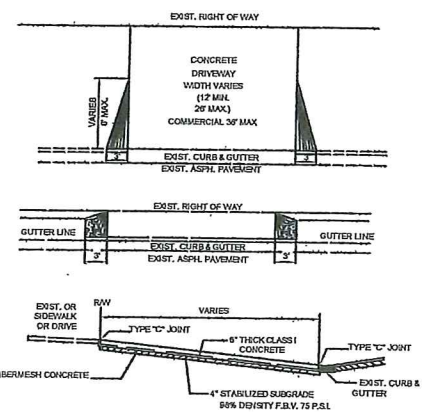
- GENERAL CONSTRUCTION NOTES:
1. CONCRETE STRENGTH TO BE 2500 P.S.I. AT 28 DAYS.
  2. SUBBASE TO BE 98% DENSITY - F.B.V. 75 P.S.I.
  3. THE CONCRETE SHALL BE GIVEN A BROOM FINISH AND THE EDGES OF THE SIDEWALK SHALL BE FINISHED WITH AN EDGING TOOL, HAVING A RADIUS OF 1/2 INCH.

**CONCRETE/PAVER DRIVEWAY WITH RCP PIPE**



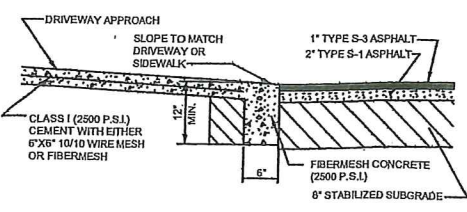
- GENERAL DRIVEWAY CONSTRUCTION NOTES:
1. CONCRETE STRENGTH TO BE 2500 P.S.I. AT 28 DAYS.
  2. SUBBASE TO BE 98% DENSITY - F.B.V. 75 P.S.I.
  3. THE CONCRETE SHALL BE GIVEN A BROOM FINISH.
  4. 15" RCP MINIMUM PIPE SIZE TO BE USED, AND MUST BE 1" BELOW DRIVEWAY.
  5. SEE MITERED END DETAILS FOR SPECIFICATIONS ON MITERED ENDS (REQUIRED BY CITY CODE).

**CONCRETE/PAVER DRIVEWAY TO RIGHT OF WAY**

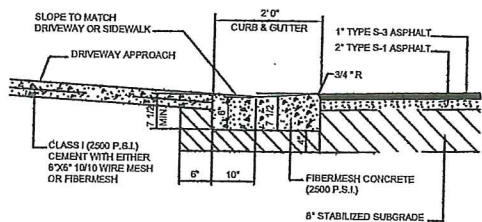


- GENERAL CONSTRUCTION NOTES:
1. CONCRETE STRENGTH TO BE 2500 P.S.I. AT 28 DAYS.
  2. SUBBASE TO BE 98% DENSITY - F.B.V. 75 P.S.I.
  3. THE CONCRETE SHALL BE GIVEN A BROOM FINISH AND THE EDGES OF THE SIDEWALK SHALL BE FINISHED WITH AN EDGING TOOL, HAVING A RADIUS OF 1/2 INCH.

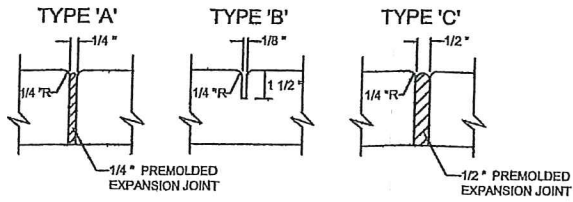
**DRIVEWAY WITHOUT CURB DETAIL**



**DRIVEWAY WITH CURB DETAIL**



**JOINT DETAIL**



- TYPE 'A' At P.C. & P.T. of curves and at junction of existing and new sidewalks.
- TYPE 'B' 5' center to center on new sidewalks and 10' center to center on new curb and gutter
- TYPE 'C' Where new sidewalk abuts concrete curbs, driveway and similar structures.

Q:\Engineering CADD Files\Drawings\Reference\City Details\driveways.dwg



CITY OF FORT PIERCE  
DEPARTMENT OF ENGINEERING

**DRIVEWAY DETAILS**  
TECHNICAL SPECIFICATIONS AND DETAILS

DATE: JULY 19, 2017  
SCALE: N.T.S.  
DRAWN: DAS

SHEET  
1  
OF  
1